



**STEVEN M. FULOP**  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



**MARK A. BUNBURY JR.**  
DIRECTOR

### **Assistant Director of Information Technology** (Open only to current City Employees)

**Department:** Administration

**Division:** Information Technology

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** M-F, 9:00AM-5:00PM (may vary based on need)

**Salary:** \$55,000-\$70,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The Division of Information Technology is looking for an Assistant Director to assist in the planning, directing, managing and effective utilization of Information Technology resources within the Departments of the City of Jersey City ("The City"). The responsibilities of this role consist of advising and assisting the Director of Information Technology in various daily operational areas, such as the Division's strategic planning and policy formulation, applications development, database management, network infrastructure, and systems management and support.

#### **Job Duties:**

- Assists in the development, implementation, and interpretation of policies, standards, practices, and procedures relating to applications development and maintenance, and/or network infrastructure.
- Evaluates requests for application development, network infrastructure, and telecommunications for the City, including but not limited to equipment, software, personnel setup, consulting services, and information processing and data storage services.
- Establishes work standards, schedules, and priorities for projects within the assigned Information Technology area.
- Directs and manages employees in the applications development and/or the network infrastructure functional areas of the Division and ensures that employees are adequately trained to perform their specific duties.
- Makes recommendations to Human Resources in regards to employee's life cycle
- Provides input to the determination of the advisability, acquisition and use of specific system hardware and software packages.
- Oversees the planning process of matching workloads requirements of both equipment and personnel to available resources, and requests additional short and long term resources where necessary.
- Develops mutually agreed upon goals with supervisors working within the functional area, and monitors results on a regular basis to assure prompt feedback and progress on assigned work projects.
- Assigns, supervises and evaluates the work of subordinates based on the needs of the Division.
- Reviews quantitative and qualitative measures of City's performance compared to service agreements and current objectives, and recommends changes where necessary.
- Manages the budget allocated to the Division and makes recommendations as necessary.
- Maintains an awareness of state-of-the-art developments in hardware and software, and evaluates vendor products for potential use within the City.
- Performs other duties as assigned.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



**STEVEN M. FULOP**  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



**MARK A. BUNBURY JR.**  
DIRECTOR

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Required Educational Background:** Bachelor's Degree in Computer Science, Information Technology or any other related field.

**Required Experience:** Six (6) years' experience in work involving the administration of information processing, telecommunications management, computer operations, and system development in a multiplatform/multi-user environment. Three (3) years of the required experience shall have been in a supervisory capacity.

**Required License:** Appointees may be required to possess a driver's license valid in New Jersey.

### Essential Skills:

- Demonstrated ability in information management, business intelligence, reporting, and Web Site management.
- Ability to create conceptual, logical and physical data model for projects.
- Extensive experience across the full System Development Life Cycle (i.e. requirements capture, analysis, design, build, testing, implementation, and support).
- Ability to communicate and interact effectively with people at all levels and ability to build relationships with internal and external business partners to explain Information Technology strategies, roadmaps and plans that align with and enable business strategies.
- Experience leading teams of managers and staff toward an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- Experience in Information Technology Management and strategies to pragmatically move technology from ideas to implementations.
- Knowledge of administrative planning and scheduling techniques such as network analysis, PERT, or Gantt charts.
- Knowledge of the management of a complex, networked computer operational environment including facilities, personnel and budget requirements.
- Knowledge of methods for batch system design, data recovery and conducting feasibility analysis.
- Ability to prepare clear, sound, accurate and informative statistical, financial and other factual reports containing findings.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/00478@.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.